THE OLAO ACQUISITION NEWSLETTER

INDEX

HIGHLIGHT OF THE MONTH

PURCHASE CARD NEWS

YOU HAVE QUESTIONS - WE HAVE ANSWERS

Inquiries about the NIH Purchase Card Program should be directed to the Purchase Card Helpline on 301-435-6606 or email at: Creditcard@od.nih.gov.

A recent question that we received concerns the Purchase Card Review Checklist. This Checklist is completed by a reviewer and the purchase card holder during a purchase card review. **Question 5 asks "Does this requirement involve a licensing agreement (software, maintenance, other) (written or electronic format)?"**

If the answer is yes, then you are asked,

5a. Is their evidence that the Project Officer, reviewed the licensing agreement for scientific/technical issues?

5b. Is their evidence that after reviewing the licensing agreement, the Project Officer certified the agreement by signing the responsibility for compliance certificate?

5c. Is there evidence that the Purchasing Agent reviewed the licensing agreement who procured the software?

5d. If required was the licensing agreement signed by the Contracting Officer?

5e. Was a copy of the Project Officer certification attached to the file?

(These questions were originally developed with the guidance of Dr. Dennis Black, recently retired as chief contracting officer, NLM, who has written and provides training in "Negotiating License Agreements for Software and Other Information Products.")

Most information products (including software) used at the NIH are acquired under licenses. The NIH does not own these products and does not have the right to reproduce them. Most software acquired by NIH is acquired under a mass market license. This licensing agreement is included in an "off the shelf" piece of software/maintenance agreement. This type of licensing involves **no negotiations** between the licensee and licensor, **nor does it involve any written, signed agreement**. A mass market license can either be shrink wrapped or click on. By opening the seal on a shrink-wrapped package or clicking one's acceptance on-line in order to gain access to a licensed product, the user agrees to abide by the provisions of a license.

Therefore, the answer to all of question 5, if the requirement involves a mass market license, is NO and you do not need to answer questions' 5a, 5b, 5c, 5d and 5e.

However, there are Licensing Agreements which address technical/scientific software and maintenance agreements. These do require a Project Officer's review and certification, a Purchasing agent's review and the Contracting Officer's signature. Usually this software / maintenance agreement is involved with operating scientific equipment in a laboratory. The Project Officer must read, certify the licensing agreement and include the certification in file documentation. The Contracting Officer / Purchasing Agent must review the Licensing Agreement and, if required in the Agreement itself, the Contract Officer/Purchasing Agent must sign the Agreement. For further information on Licensing Agreements, please read NIH POLICY MANUAL 6027 - Review and Approval of Licensing Agreements for Software and Other Information Products. This is available on http://www1.od.nih.gov/oma/manualchapters/

For further questions on Licensing Agreements, call or email the Purchase Card Helpline 435-6606 or email Help, Creditcard.

UNMATCHED ITEMS ON THE PURCHASE CARD LOG

All cardholders who currently use the ADB Electronic Purchase Log, who have long outstanding and unmatched items should go into the ADB and cancel the unmatched items unless they are aware of a specific circumstance that necessitates keeping it open. This will help alleviate double obligations. The original purchase log entry creates one obligation and when U.S. Bank submits the invoice via the ADB another one is created. If, for some reason, an item is not matched with the correct entry and remains unmatched in the ADB, the cardholder would have two obligations.

For every unmatched log entry on the Electronic Log that the cardholder would like to cancel there is that option. Cardholders would simply hit the "F6" function (which in turn automatically marks it with a "y"). In the GUI version, they can either hit the "F6" function or click the word "cancel."

If you need help contact the Purchase Card Helpline at 435-6606.

NAICS & BUSINESS SIZE STANDARD

When you place a record of call against a Blanket Purchase agreement, you do not have to find a North American Industry Classification System (NAICS) Code. That has been done for you. When you use your purchase card and no single purchase exceeds $2,500, you do not need to find a NAICS code. When you use the purchase card and a single purchase exceeds the $2,500 threshold you must determine the vendor's NAICS Code. This is the most frequently cited finding during the Purchase Card review.

The NAICS Codes replaced the Standard Industrial Classification (SIC Code) system.

The NIH Small Business Office has created a Web-based search engine to simplify the conversion of SIC Codes to NAICS Codes.

The web site is: http://epic.od.nih.gov.

THE INSTRUCTIONS TO USE THIS SITE ARE AS FOLLOWS:

1. Click onto the website above or type the web Information.

2. Go to the bottom of the page, click "New to the NAICS?" The items listed on this page are search engine icons.

3. If the cardholder knows the SIC CODE but is looking for the applicable NAICS code, click icon "**SIC TO NAICS Search,**" type in the **SIC Code, e.g.,** 3229, then click "search." The applicable NAICS code will appear at top of screen.

4. If the cardholder does not know the SIC Code, click "NAICS Keyword Search." Type in the keyword, e.g., computers, look to the right and click "Business Activity" then click "search." A listing will appear with various NAICS Codes associated with computers. If you are unsure of the commodity, go to right of the page, click "details." The description of the item will appear.

5. After the searches are completed, move the arrow to left side, click "home." Go to the top of the page. Click "file," scroll down and click "exit."

If cardholders have any questions, they may contact the Purchase Card Helpline at 301-496-6606 or the NIH Small Business Office at 301-496-9639.

END OF YEAR RECONCILIATION PROCEDURES FOR THE PURCHASE CARD ARE AVAILABLE ON THE OLAO WEBSITE:

http://www.nih.gov/od/olao/oa/purchases/

DELPRO NOTES & SIMPLIFIED ACQUISITION NEWS

PROPERTY ISSUES

You may not use OC code 31.9 for equipment / supplies that have a line item with a unit price greater than $24,999.99. You may use another code in the 31 class between 31.10 and 31.82, such as 31.71 for scientific equipment. This signals OFM to take depreciation on the item.

SECTION 508

Section 508 is a part of the Rehabilitation Act of 1973, which requires electronic and information technology developed, procured, maintained or used by the Federal Government to be accessible to people with disabilities. It insures that federal employees with disabilities have access to and the use of information and data, comparable to employees without disabilities, unless an undue burden would be imposed on the agency. (An undue burden means significant difficulty or expense for the Department of Health and Human Services, not the IC.) If an undue burden is justified and documented in a procurement file, the agency shall provide alternative means of access that allow the disabled individual to use the information and data. It applies to all federal offices, whether or not there is a disabled person currently employed there. Section 508 also insures that members of the public, whether disabled or not, have equal access to information or services from a Federal agency

The 508 standards encompass intranet and internet websites, and equipment such as software, computers, printers, fax machines or copiers. (It excludes equipment with embedded IT that does not manage data or information as its principal function, e.g., HVAC, medical equipment, building access systems.) Task and delivery orders placed on or after 6/25/01 against an IDIQ contract, BPA purchases, purchase orders, purchase card buys and orders from UNICOR, and NIB/NISH, are required to comply with 508. Non-compliance may result in complaints and lawsuits.

It is the responsibility of the individual purchasing the equipment to ask vendors if software, computers, fax machines, printers or copiers are 508 compliant. If the vendor is unsure they should be instructed to consult the GSA website at http://www.section508.gov/ which contains listings of technical accessability standards for various equipment. If the answer is no, we cannot buy from that vendor. We must buy only from the vendor that sells 508 compliant equipment. The individual should document in the file that the equipment is 508 compliant, and if possible, get a statement in writing from the vendor attesting to this fact. NIH maintains its own website at http://508.nih.gov/

Effective immediately, Purchasing Agents in the Centralized/Decentralized Acquisition Offices must include the following statement in all purchase orders for computers, printers, fax machines and copiers:

"FOR INFORMATION TECHNOLOGY ITEMS, NIH SHALL ONLY PURCHASE THOSE ITEMS WHICH ARE IN COMPLIANCE WITH SECTION 508 OF THE REHABILITATION ACT OF 1973, 1998 AMENDMENTS."

Contact Gary Morin at moring@od.nih.gov for additional information.

JWOD SUPER EAGLE SUPPLY PROGRAM

Under Federal Acquisition Regulation (FAR) 8.7, the Javits- Wagner-O'Day Program (JWOD) is a mandatory source for office supplies regardless of the dollar amount of the purchase. To make these acquisitions easy and convenient, JWOD has set up "SUPER EAGLE SUPPLY PROGRAM."

The Super Eagle Supply Program is specifically designed for government agencies seeking to procure all of their office supply needs in a simple desktop delivery system. Through this program, Federal purchasers can choose more than 25,000 items, including a selection of high quality SKILCRAFT products that meet or exceed the same quality standards of their commercial equivalents. The Program stocks such items as office supplies, chairs, desks, light bulbs, desk lamps, etc.   To access this website, log on to http://www.supereaglesupply.com It is also possible to obtain a catalog by telephoning   1-866-539-5006.

GSA ORDERING PROCEDURES

(INCLUDING SERVICES THAT REQUIRE A STATEMENT OF WORK)

There are great advantages to using the Federal Supply Schedule (FSS) contracts. Some of these include: synopsis is not required, all applicable laws and regulations have been applied by GSA, prices have been determined to be fair and reasonable, and Competition in Contracting Act requirements have been met when a minimum of three schedule contractors is reviewed.

For orders under the $2,500 micro-purchase threshold, one can place an order directly with the contractor that best meets the needs.

For services and products over the $2,500 threshold, with no Statement of Work required,   review the GSA Advantage! (the online electronic ordering system), then make a

best value determination or review three schedule contractors' pricelists and select the best value considering price, plus administrative costs.

For services and products over the maximum order threshold, with no Statement of Work required, do the same as the paragraph above but also review additional price lists or use GSA Advantage to review more price lists. Seek price reductions from Schedule contractors that would represent the best value to the government. Place your order with the vendor offering the best value.

For services and products over the $2,500 threshold, with a Statement of Work (SOW) required, prepare a SOW, send your Request for Quote (RFQ) and the SOW to three Schedule contractors, evaluate and make a best value selection.

For services and products over the maximum order threshold, with a Statement of Work (SOW) required, prepare a SOW, send your request for quote (RFQ) and the SOW to MORE than three schedule contractors and seek price reductions. Evaluate and make a best value selection. For more information visit the GSA Advantage! website: http://www.gsa.advantage.gov

DO YOU NEED ORGANIZATIONAL OR MANAGEMENT SKILLS?

The MOBIS Schedule is a separate FSS that covers management, organizational and business improvement services, and products to improve agencies' performance, quality, timeliness and effectiveness. Contractors who are on this schedule possess a thorough knowledge of quality management theory and practice and have demonstrated that they are capable of providing expert assistance to Federal activities. The GSA has promulgated special ordering procedures when procuring services where a SOW is required. These are outlined in the GSA's FSS Web site.

For additional information on the FSS and MOBIS Schedule, simplified ordering procedures, and contractors' information and prices, refer to the following Web site:

http://pub.fss.gsa.gov/sched and www.GSA.Gov

NEW OLAO WEBSITE UNDER CONSTRUCTION

Provided by Molly Eng

The existing OLAO website is located at http://www.olao.od.nih.gov/. The OLAO website committee is chaired by Paul Horton and consists of the following members: Richard Barnes (CIT), Sharon Clark (OD), Sandra Desautels (CIT), Molly Eng (OD), Sue Kaminski (OD), Margaret Kinsella (OD), Valerie Pickett (OD), Anthony Revenis (OD), Mike Showers (OD) Rhonda Stroman (OD), Theresa Wade (OD) and Tim Warrington (OD). Please take a look at http://mantis.cit.nih.gov/temp/new-olao/. The committee welcomes all constructive comments.

PAYING HONORARIUM / FEE FOR SERVICE TO A TRAVELER ON A B1 VISA

Dr. Philip S. Chen, Jr., Acting Chief of the International Services Branch, has outlined in an email to the NIH Scientific Directors, when it is possible to offer honorarium/fee for service to a B-1/B-2 visitor on a Professional Service Order. (A B1/B2 visa is a visa given to a temporary visitor for business.) Note that the visit must be nine days or less in duration. There are also other requirements that must be met in order for the B-1 individual to be allowed to receive honorarium.

(1)   The activities last no longer than nine days at any single institution or organization;

(2)   Payment is offered by an institution or organization described in INA 212(p) -- meaning an institution of higher education, a related or affiliated nonprofit entity, or a non-profit research organization or a Governmental research organization;

(3)   The honorarium is for services conducted for the benefit of the institution or entity; and

4)   The alien has not accepted such payment or expenses from more than five institutions or organizations over the last six months.

In cases where the visit is greater then nine days or has the potential to be for more then nine days, then it would seem that the J-1 is the only available option if the individual is to receive an honorarium.

Until Dr. Chen's email to the Scientific Directors, it was only possible to reimburse travelers on a B1/B2 visa for per diem, travel and incidental expenses. To pay an honorarium/fee for service on a Professional Service order, the individual needed to have a J1 Visa. (A J1 visa was for individuals sponsored by NIH or individuals sponsored by an outside organization invited to NIH for lectures or short term consultations. In cases where the visit is greater then nine days or has the potential to be for more then nine days, then it would seem that the J-1 is the only available option if the individual is to receive an honorarium.)

Dr. Chen states, "You may wish to pay an honorarium to a short-term Foreign visitor on a   B-1/B-2 Visitors Visa (or from a Visa Waiver country who enters the U.S. without a visa). Allowing for payment of honoraria to individuals on Visitors visas/Visa Waiver Program will put the NIH in line with most academic institutions, which now provide for such payments. "

For additional information visit the website of the International Services Branch, ORS at http://www.nih.gov/fic/services/visiting.html

VISA APPLICATION AND ISSUANCE FEES

NIH may reimburse peer reviewers for VISA application and issuance fees. According to the Comptroller General, VISA application and issuance fees are a permissible travel expense for individuals on official temporary duty Government travel. Thus, peer reviewers traveling under a B-1 visitor's VISA may be reimbursed for visa applications and issuance fees that are reasonable business expenses. Dr. Chen states that there may be applicability to members of intramural Boards of Scientific Counselors, but the majority of those affected will be reviewers of intramural grant applications.

ELECTRONIC SIGNATURE ALLOWED WHEN CONTROLS ARE IN PLACE

For DELPRO receiving, the following information must be included:

1. contract or other authorization number,

 2. product or service description, quantities received, if applicable,

3. the date the property or service was delivered and accepted;

4. and a **signature**. *An electronic alternative such as e-mail, is allowed when it is supported by appropriate internal controls.*

5. the printed name of the receiver,

6. the telephone number

8. and the building and room number of the receiving official.

Electronic receiving will be included in an update to the Delegated Acquisition (DELPRO) Reference Guide, which is expected in December.

SIMPLIFIED ACQUISITION SYMPOSIUM

Once again the Simplified Acquisition Committee (SAC) is sponsoring a Simplified Acquisition Symposium. The Symposium will be held in March 2003 at the National 4- H Center on Connecticut Avenue in Chevy Chase, Maryland. Lunch will be provided and registration will be done electronically. You should be receiving (or have received) an electronic survey of subjects you would like to see addressed during the meeting. There will be at least three workshops. Please take time to fill out the survey. The purpose of the Symposium is to educate/inform all participants about changes/advances to Simplified Acquisition. The added benefit is you can meet or renew acquaintances with other professionals in your field.

The first meeting of the 2003 Simplified Acquisition Symposium was held on July 16, 2002. There is plenty of room for more volunteers. Contact John Best, who is Chairperson of the Simplified Acquisition Symposium Committee on 496-4595. The

committees and the chairpersons of those committees are:

1. Speaker Committee - David Schneider, Chairperson/Inez Demery, Assistant

2. Booth Committee - Alfreda Mire, Chairperson,

Jim Baker, Assistant

3. Acquisitions Committee - Theresa Newman, Chairperson, Verne Griffin, Assistant

4. Registration Committee - Andre Moody, Chairperson, Cynthia Nicholson, Assistant

5. Workshop Committee - Sylvia Robinson, Chairperson, Cheryl Leone, Assistant

6. IT Committee - Theresa Lin, Chairperson

7. Transportation Committee - Cara Calimano, Chairperson

8. Awards Committee - Christina Vaughan and Sue Kaminski, Co-Chairs

CONTRACTS

THE NIH SMALL BUSINESS SEMINAR

You receive a call from a vendor who wants to do business with NIH. Refer him to the Small Business Office. The NIH Small Business Office sponsors and delivers a monthly seminar, "Conducting Business with the NIH," the first Wednesday of each month, except January, July, and August, or when the Federal Government is closed. The seminar is FREE OF CHARGE and is held from 9:30 a.m. to 1:30 p.m. at 6001 Executive Boulevard, Rockville, Maryland, in the Neuroscience Center Conference Room C.

The seminar provides a half day comprehensive overview of the agency and its mission objectives, supporting acquisition and small business programs, as well as prime and subcontracting business opportunities. After 1:30 p.m., the small business staff is available for one-on-one counseling sessions. Other topics explored include, but are not limited to the following:

 Marketing to the NIH

 Electronic Business Innovations

 New Acquisition Activities

ANOTHER DATABASE...WHAT IS IT AND HOW DOES IT WORK?

The

Departmental Contracts Information System (DCIS) is used to report procurement actions mandated by Public Law 93-400. The system collects, edits, and stores information on individual procurements and contract actions executed by the DHHS. Its task is to provide the data collection and reporting capabilities needed to enable DHHS to comply with the above reporting requirements.

The Administrative Database (ADB) is an internal NIH system used to gather administrative and financial data. The system was developed to computerize the process related to the procurement of goods and services.

The focus of the two systems differ in that the ADB is used within NIH and the DCIS is used by DHHS and meets the reporting requirements mandated by law. All acquisition awards $25,000 and greater must be entered into DCIS.

Thanks are extended to Ms. JoAnn Wingard, OAMP, who provided this information.

NEW VERSION OF FED BIZ OPPS

Provided by Molly Eng

Did you know that FED BIZ OPPS has just put up a new version this month? Although the Demo has not been updated, the main website has been enhanced. A copy of the latest user's manual for buyers is located at: http://www.eps.gov/EPSBuyersManual/BG1-Index.html

The Division of Station Support Acquisition provides the OLAO website webmaster with links to OLAO's solicitations published on FED BIZ OPPS.

BPA NEWS

NEW AND DISCONTINUED BPAS

The following BPAs have recently been established:

BPA # - Company Name

The following BPAs have recently been established:

#56082 - Bitplane Inc - for IT supplies and software

#55884 - Labsource Inc - for glassware, media, and laboratory supplies

#56094 - Matthews Medical & Scientific - for

medical books and publications

#56070 - Lawson Products Inc - for hardware and tools

#55687 - Ameritel Corporation - for IT hardware

#55533 - BRTRC Inc - for IT services

#55521 - Apex Inc - for IT services

#55727 - Boise Cascade - for office and IT supplies, JWOD products

#55754 - Rayane Inc - for IT services

#55730 - Speech Solutions - for IT services, supplies and software

#55715 - Precision Infrastructure - for temporary services - healthcare positions

#55742 - Medstaff Inc - for temporary support services

#56004 - Phoenix Strategies Group - for IT services and software

#55806 - Virginia Lab Supply - for chemicals, glassware and laboratory supplies

#55924 - Rexel Branch Electrical - for electrical supplies

#55987 - Super PC Memory - for IT memory

The following BPAs have recently been discontinued:

#52372 - Bitplane Inc

#47575 - Business Technologies Inc

#54317 - Contemporary Nursing Solutions

#45291 - Key Communications Group

#39945 - Labsource Inc

#54462 - Matthew Book Company

#54147 - Michie/Reed Elsevier

#51717 - Nycomed Inc

#52790 - Premier Fastener

#51298 - Remel Inc

The following BPA has recently been reestablished:

#52227 - Acquired Data Solutions - for IT services

AVAILABLE TRAINING AND SEMINARS

Purchase Card Survival

The Simplified Acquisitions Programs Branch, Division of Acquisition Programs, is sponsoring a series of "Purchase Card Survival Meetings on the purchase card program. These meetings will be held four times a year. The following dates have been established through 2002:

September 3, 2002 - Tuesday..........Natcher Bldg/Balcony B.........10:00 a.m.-11:00 a.m.

December 3, 2002 - Tuesday..........Natcher Bldg/Balcony B.........10:00 a.m.-11:00 a.m.

Additionally, these meetings are teleconferenced into several locations. Contact Cole Stathes at 435-3933 for specific information. Current information on the Purchase Card is available on the following website: http://www.nih.gov/od/olao/oa/purchases/survival.html

2635
Purchase Card Processing System

The Purchase Card Log can be generated electronically through the ADB. This half-day course introduces electronic Purchase Logs and the reconciliation process with hands-on exercises in the ADB. Students will create and reconcile an electronic Purchase Log in the ADB.

This training is for current NIH Purchase Card holders who wish to create and reconcile electronic purchase logs using the ADB.

Course Date	Time	Location	Cost	Cancellation Deadline
12/6/2002	8:30 - 12:00 1:00 - 4:30	EPS	$175	11/8/2002
1/30/2003	8:30 - 12:00 1:00 - 4:30	EPS	$175	1/2/2003
2/27/2003	8:30 - 12:00 1:00 - 4:30	EPS	$175	1/30/2003
3/27/2003	8:30 - 12:00 1:00 - 4:30	EPS	$175	2/28/2003
5/6/2003	8:30 - 12:00 1:00 - 4:30	EPS	$175	4/9/2003
6/12/2003	8:30 - 12:00 1:00 - 4:30	EPS	$175	5/15/2003
7/20/2003	8:30 - 12:00 1:00 - 4:30	EPS	$175	6/20/2003

2607

Simplified Acquisitions Refresher for AOs (2 classes each day)

This class will focus on changes and updates to Simplified Acquisition procedures, purchasing mechanisms, the ordering process, and the role and responsibilities of the Approving Official. The Delegated Acquisition (DELPRO) Reference Guide will be used. The audience is Administrative Officers/Approving Officials who have successfully completed the mandatory 4 day Delegated Acquisition Training course more than 2 years ago and feel they could benefit from an update course specifically designed to emphasize Approving Official's responsibilities.

Course Date	Time	Location	Cost	Cancellation Deadline
1/29/2003	8:30 - 12:00 1:00 - 4:30	EPS	$190	1/2/2003
3/26/2003	8:30 - 12:00 1:00 - 4:30	EPS	$190	2/26/2003
7/31/2003	8:30 - 12:00 1:00 - 4:30	EPS	$190	7/2/2003

2636

Mandatory Purchase Card Training

This course introduces the NIH Purchase Card, Purchase Logs and reconciliation process. Students will learn cardholder and card approving official responsibilities, uses and limitations of the purchase card, ordering procedures, implementation and maintenance of Purchase Logs, and the reconciliation process. As part of the reconciliation process, the proper use of the ADB Purchase Card will be explained. The class consists of lecture and hands-on exercises with the ADB Purchase Log and reconcilation process.

This course is mandatory for all NIH employees who wish to become Purchase Card Approving Officials or Cardholders. It is also recommended as refresher training for current cardholders or card approving officials.

For more information, or to register, please contact the Human Resource Development Division on 496-6211 or visit the website: http://learningsource.od.nih.gov/

Course Date	Time	Location	Cost	Cancellation Deadline
9/9/2002	8:30 - 4:30	31/B3C02A	$275	8/19/2002
11/4/2002	8:30 - 4:30	EPS	$290	10/7/2002
12/3/2002	8:30 - 4:30	EPS	$290	11/5/2002

12/4/2002	8:30 - 4:30	EPS	$290	11/6/2002
1/13/2003	8:30 - 4:30	EPS	$290	12/16/2002
1/27/2003	8:30 - 4:30	EPS	$290	12/30/2002
1/28/2003	8:30 - 4:30	EPS	$290	12/31/2002
2/10/2003	8:30 - 4:30	EPS	$290	1/13/2003
2/24/2003	8:30 - 4:30	EPS	$290	1/27/2003
2/25/2003	8:30 - 4:30	EPS	$290	1/28/2003
3/10/2003	8:30 - 4:30	EPS	$290	2/10/2003
3/24/2003	8:30 - 4:30	EPS	$290	2/24/2003
3/25/2003	8:30 - 4:30	EPS	$290	2/25/2003
4/14/2003	8:30 - 4:30	EPS	$290	3/7/2003
5/5/2003	8:30 - 4:30	EPS	$290	4/7/2003
5/19/2003	8:30 - 4:30	EPS	$290	4/21/2003
6/9/2003	8:30 - 4:30	EPS	$290	5/12/2003
6/10/2003	8:30 - 4:30	EPS	$290	5/13/2003
7/14/2003	8:30 - 4:30	EPS	$290	6/16/2003
8/11/2003	8:30 - 4:30	EPS	$290	7/14/2003

Mandatory DELPRO Procurement Training

The Delegated Acquisition Training Program and advanced acquisition seminars listed below are mandatory for Purchasing Agents, Approving Officials, Ordering Officials, and Procurement Officials with DELPRO authority. Failure to complete these seminars may result in loss of authority for DELPRO purchasing. The following courses will be available for enrollment this FY2002 and FY2003.

2609
Federal Supply Schedules

Course Date	Time	Location	Cost	Cancellation Deadline
1/28/2003	9:00 - 12:00 1:00 - 4:00	EPS	$245	12/31/2002
4/15/2003	9:00 - 12:00 1:00 - 4:00	EPS	$245	3/18/2003
7/15/2003	9:00 - 12:00 1:00 - 4:00	EPS	$245	6/17/2003

2610
Consolidated Purchasing Through Contracts

Course Date	Time	Location	Cost	Cancellation Deadline
1/29/2003	9:00 - 12:00 1:00 - 4:00	EPS	$245	1/1/2003
4/16/2003	9:00 - 12:00 1:00 - 4:00	EPS	$245	3/19/2003
7/16/2003	9:00 - 12:00 1:00 - 4:00	EPS	$245	6/18/2003

2611
Buying from Businesses on the Open Market

Course Date	Time	Location	Cost	Cancellation Deadline
1/30/2003	9:00 - 12:00 1:00 - 4:00	EPS	$245	1/2/2003
4/17/2003	9:00 - 12:00 1:00 - 4:00	EPS	$245	3/20/2003
7/17/2003	9:00 - 12:00 1:00 - 4:00	EPS	$245	6/19/2003

2617
Price Reasonableness in Simplified Acquisitions

Course Date	Time	Location	Cost	Cancellation Deadline
2/20/2003	8:30 - 12:00 1:00 - 4:30	EPS	$245	1/23/2003
5/20/2003	8:30 - 12:00 1:00 - 4:30	EPS	$245	5/1/2003

2612

Professional Service Orders

Course Date	Time	Location	Cost	Cancellation Deadline
12/5/2002	8:30 - 12:00 & 1:00 - 4:30	EPS	$245	11/7/2002
2/26/2003	8:30 - 12:00 & 1:00 - 4:30	EPS	$245	1/31/2003
5/7/2003	8:30 - 12:00 & 1:00 - 4:30	EPN	$245	4/8/2003
6/11/2003	8:30 - 12:00 & 1:00 - 4:30	EPN	$245	5/14/2003
7/29/2003	8:30 - 12:00 & 1:00 - 4:30	EPN	$245	7/1/2003

2603

Delegated Acquisition Training Program

This class includes segments on processing FSS best value determinations, on open market requirements at various thresholds, and on each of the DELPRO mechanisms. Information is presented in a clear, logical and practical format. Included are exercises and a "hands-on" segment in which students actually access the ADB.

Course Date	Time	Location	Cost	Cancellation Deadline
9/10 thru 9/13/2002	9:00 - 4:00	31/B3C02A	$766	31/B3C02A
11/5 thru 11/8/2002	9:00 - 4:00	EPS	$784	10/8/2002
1/14 thru 1/17/2003	9:00 - 4:00	EPS	$784	12/17/2002
2/11 thru 2/14/2003	9:00 - 4:00	EPS	$784	1/14/2003
3/11 thru 3/14/2003	9:00 - 4:00	EPS	$784	2/11/2003
4/15 thru 4/18/2003	9:00 - 4:00	EPS	$784	3/18/2003
5/20 thru 5/23/2003	9:00 - 4:00	EPS	$784	4/22/2003
7/15 thru 7/18/2003	9:00 - 4:00	EPS	$784	6/17/2003
8/12 thru 8/15/2003	9:00 - 4:00	EPS	$784	7/15/2003

NOTE: Although a cancellation deadline date may have passed, you may still submit a registration form through NIHITS in case an opening occurs. For further information, please contact the Human Resource Development Division on 496-6211 or visit the website:

http://learningsource.od.nih.gov

THE OLAO ACQUISITION NEWSLETTER

We encourage the ICs to send us any articles they may have related to acquisition so that we can include your articles in future newsletters.

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OLAO invites your comments and suggestions for future articles. Please address all correspondence to the co-editors Pat Seidel, seidelp@od.nih.gov , Tim Theoharis, theoharist@od.nih.gov , Annette Romanesk, romaneska@od.nih.gov , or John Best, bestj@od.nih.gov . If you have any questions or comments regarding the information, policy and/or procedures published in the News, contact the DELPRO Helpline on 496-0400 and you will be referred to the appropriate area.